

REFERENCE 1

O43. ALTERNATIVE AUTHORIZATION – TEACHER TO NEW CERTIFICATION (EFFECTIVE JULY 1, 2006)

The purpose of this alternative authorization is to allow Idaho school districts to request emergency endorsement/certification when a professional position cannot be filled with someone who has the correct endorsement/certification. Alternative authorization in this area is valid for three (3) years and is nonrenewable. (3/20/04)

01. Initial Qualifications. Prior to application, a candidate must hold a Bachelor's degree, and a valid Idaho teacher certificate without full endorsement in the content area of need. The school district must declare an emergency and provide supportive information attesting to the ability of the candidate to fill the position. (3/20/04)

02. Alternative Route Preparation Program

- a. Candidate will work toward completion of the alternative route preparation program through a participating college/university and the employing school district. Candidate must complete a minimum of nine (9) semester credits annually to be eligible for extension of up to a total of three (3) year. (3/20/04)
- b. The participating college/university shall provide procedures to assess and credit equivalent knowledge, dispositions, and relevant life/work experiences. (3/20/04)
- c. Candidate shall meet all requirements for the endorsement/certificate as provided herein. (3/20/04)

PROCEDURES

I. APPROVAL PROCESS:

To be eligible for approval of the **Alternative Authorization – Teacher to New Certification** alternate route program:

1. The individual for whom the application is being made must first hold a Bachelors degree **AND** a valid Idaho educator certificate;
2. The district must complete and submit an application packet to the Bureau of Certification, Professional Standards, and Adult Services. The application packet may be obtained at www.sde.state.id.us/certification/altroutes.asp or by calling the bureau office at 332-6880.

3. The Authorizations Committee of the Professional Standards Commission will review the application(s) that has/have been submitted. The committee's recommendation(s) will be forwarded to the full Professional Standards Commission for final approval.
4. All application packet material must be submitted by the local education agency in one, single packet. The completed application packet will include, but not necessarily be limited to:
 - a. the ***District Request for Approval of a Teacher to New Certification/Endorsement*** application form;
 - b. a declaration by the local school board, documented in regular board minutes, that a hiring emergency exists for this particular position;
 - c. official transcripts showing completion of a Bachelor's degree program (may already be on file);
 - d. a notarized copy of a valid Idaho certificate unless the individual's certificate is already on file;
 - e. supportive information attesting to the ability of the candidate to fill the position (i.e., candidate resumé, letters of recommendation, etc.);
 - f. the ***Teacher Information Form*** completed by the individual applicant. This form will also contain written verification from a college/university of a plan leading to the desired certification/endorsement. The plan must be signed by someone from the college/university who has the authority to do so;
 - g. depending on the particular certificate/endorsement for which the candidate is applying, successful completion of the following items MAY be required:
 1. the Idaho Comprehensive Literacy Course;
 2. one of the three State Board-approved versions of the Idaho technology tests; and,
 3. meeting or exceeding the State Board of Education's approved qualifying score on any applicable PRAXIS II test(s) for that particular certificate or endorsement;
 - h. completed fingerprint cards and a \$40 processing fee (if applicable); and,
 - i. a non-refundable processing fee of \$100.

Upon completion of **all** of the requirements outlined in the plan submitted with the original **Alternative Authorization – Teacher to New Certification** application, the corresponding endorsement/certificate will be issued.

II. RENEWAL PROCESS:

Districts may apply for an extension of an **Alternative Authorization – Teacher to New Certification** alternate route approval up to two additional years (one year at a time) after the initial approval of one year has been granted. This makes it possible for an individual to have a total of three (3) years to complete the program that was approved in the initial application, as long as conditions regarding progress toward completion are being met.

For the renewal, the following materials must be submitted to the Bureau of Certification, Professional Standards, and Adult Services:

1. A completed application (Form B-1);
 2. A check for \$100 payable to the Idaho State Dept. of Education;
 3. Official college/university transcripts verifying completion of nine (9) semester credit hours of applicable course work;
 - a. If less than nine (9) semester credit hours of the course work needed to complete the individual's plan have been completed since the last approval, the Professional Standards Commission may consider recommending renewal of the Alternative Authorization – Teacher to New Certification application based on an explanation of the situation and any extenuating circumstances;
- OR**
- b. If the individual is in the midst of a formal program (i.e., Special Education, Administrator), a letter from the college/university stating that satisfactory progress toward program completion is being made may be submitted if less than nine (9) semester credit hours was completed in the previous year.
 4. Completed fingerprint cards with a \$40 processing fee (if applicable).